

EMPLOYEE TRAINING RECORD		
TRAINING TITLE	How to Lift Properly	
<p style="text-align: center;">KEY TEACHING POINTS</p> <p>Back pain is often caused by lifting materials incorrectly. In fact, back sprains and strains are some of the most common types of workplace injuries. These simple lifting techniques will help you ease the strain on your back:</p> <p>PARTICIPATION: Stand facing an imaginary box and follow these steps:</p> <ul style="list-style-type: none"> ■ Before lifting an object, get your body as close to the object as possible. ■ When lifting, assume the correct lifting position. Stagger your feet, bending your knees as you lower yourself. Lean over your forward leg, and pick up the object. Move back to an upright position by using your leg muscles. ■ When carrying an awkward or heavy object, turn with your feet – not your waist. Twisting while you lift can place a dangerous strain on your back. ■ When putting the object down, go slowly. Stagger your feet and bend your body at knee level. ■ Before moving an object, be sure of its final destination. ■ Store objects you move frequently at waist level. ■ When lifting heavy objects – get help. Request assistance from a co-worker or use mechanical aids such as a hand truck, a forklift or a hoist. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1 Twisting while you lift can place a dangerous strain on your back.		
2 When carrying an awkward or heavy object, turn with your feet - not your waist.		
3 When lifting heavy objects, do it yourself.		
4 Store objects you move frequently at eye level.		
5 Before lifting an object, get your body as close to the object as possible.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True. 2. True 3. False, 4. False. 5. True